National Aeronautics and Space Administration

SATERN

System for Administration, Training, and Educational Resources at NASA

Quick Reference Guide for NF-1735 Supervisor and Training Coordinator Approval Roles

You have been designated as an approver for NF-1735s in SATERN.
You will first get a notice via email informing you that you have an action in SATERN.

Date: Wed, 21 Jun 2006 11:32:30 -0400 (EDT)
From: NASA-satern@nasa.gov
To: rebecca.d.howlett@nasa.gov
Subject: Initial Approval Approval Required for doe john
X-Proofpoint-Spam-Details: rule=notspam policy=default score=0 mlx=0 adultscore=0 adjust=0 reason=mlx engine=3.1.0-0606200000 definitions=3.0.0-0606210004

doe john

Has requested the following activity for approval:

External Learning Request: Coaching
Start Date/Time: 7/26/2006
End Date/Time: 7/26/2006

The requestor's comments: This is on my IDP.

You are listed as an approver in the Initial Approval step of the approval process.

Please go to the Approvals section of the SATERN LMS at your earliest convenience to examine this request. If you have any questions about the approval, please contact the learner requesting the activity, or your training coordinator or training office.

Log into SATERN (https://satern.nasa.gov) to review the NF 1735 and approve or deny the request.
★ If you are using a Macintosh, please use the following web browsers:
   Safari (version 1.2+) and also Mozilla (version 1.6+).
   Mozilla also requires a java plug-in. Refer to the SATERN log-in page for more information.

On your SATERN home page, you will have an Alert message. Click on the colored text to navigate to the Approval screen. You may also click on the Approvals submenu link (under the Personal tab).

File   Edit   View   Favorites   Tools   Help

Back | Search   Favorites

Address   https://nasastg.gpehosting.com/elms/learner/personal/viewApprovals.do?action=training   Go   Links

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Pending Reviews and Approvals   ?

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

| Performance Management (0) | **Training (1)** |

Training

▼ **Internal Training (0)**

                                          ⦿ All   ○ Direct Reports Only

No items were found using this search criteria.

▼ **External Training (1)**

☑ **Enter Reasons for Approvals or Denials**   ⦿ All   ○ Direct Reports Only   Next

User Name	**Learner Name** ▲	Title	Price ($)	Type	Action [**Approve All**/**Deny All**]
employee1	▸ doe, john d	etc	150.00	External Learning Request	○ Approve ○ Deny ⦿ Skip

Done   Internet

Start   Eudor...   Meeti...   NF173...   Plate...   Micros...   Microsoft Office   Microsoft Office Tools   12:05 PM

To view the NF-1735, click on the title of the course.

To view the NF-1735, scroll through the form.
To make changes, click "Edit this Request".
    ★ Training Coordinators: You should scroll to the signature block to verify the supervisor name.

Choose One ▼   Choose One ▼

13. Vendor Catalog / Course Number	14. Training Period	15. Number Of Course Hours	16. Are you requesting reasonable accommodations to participate in this course? ○ Yes ◉ No
	* Start 🗓 9/1/2006	a. * During Duty: 8	
17. * Credit Hours 0	* Complete 🗓 9/1/2006	b. * Non Duty: 0 c. TOTAL: 8	List accommodations if needed: Choose One ▼ Other:

18. Estimated Costs (Direct)			19. Estimated Costs (Indirect)		
	* Amount	Employee Contribution		* Amount	Employee Contribution
a. Tuition	250	0.00	a. Travel	0.00	0.00
b. Books or Materials	0.00	0.00	b. Per Diem	0.00	0.00
c. Other (Specify)	0.00	0.00	c. Other (Specify)	0.00	0.00
d. Total	250		d. Total		

* **Comments** (Information about vendor/course website, registration forms if needed, etc.)

The course website is: AnyVendor@company/trainingclass/Sept.html

FOR TRAINING OFFICE USE ONLY

20. Training Codes

a. Purpose	b. Type	c. Type Sub-Code	d. Source
Choose One ▼	Choose One ▼	Choose One ▼	Choose One ▼
e. Special Interest	f. Academic Credit Code	g. Training Credit Type Code	h. Direct Cost Code
Choose One ▼	Choose One ▼	Choose One ▼	Choose One ▼
i. Indirect Cost Code	j. Category Code	k. Sub-Category Code	
Choose One ▼			

This is the NF-1735 in "edit mode".
You may add comments that would clarify or justify the training request.

Section E - APPROVALS		
31. Supervisor 1	Date	Area code/phone
32. Coordinator	Date	Area code/phone
33. Training Office	Date	Area code/phone
36. NSSC HR	Date	Area code/phone
34. NSSC Procurement	Date	Area code/phone
35. NSSC HR	Date	Area code/phone

Note: If you view the NF-1735, **Section E** displays the full approval route.
You do not need to fill in this information. The information will automatically be generated by SATERN once you approve the NF-1735.

If you make any changes to the NF-1735, click [Apply Changes] to save.

If needed, a copy of the NF-1735 can be printed from this screen.
Note: After approving an NF-1735, it will no longer be viewable by you.

Section E - APPROVALS		
31. Supervisor 1	Date	Area code/phone
32. Coordinator	Date	Area code/phone
33. Training Office	Date	Area code/phone
36. NSSC HR	Date	Area code/phone
34. NSSC Procurement	Date	Area code/phone
35. NSSC HR	Date	Area code/phone

Note: If you view the NF-1735, Section E – APPROVALS displays the full approval route. You do not need to fill in this information. The information will automatically be generated by SATERN once you approve the NF-1735.

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External Learning Request Details   [?]

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Training Request ID: 164
Course Title: etc
Vendor Name: etc
Training Start Date: 8/15/2006 EST
Training Complete Date: 8/15/2006 EST

Request Status: Submitted

External Learning Request Details

▼ **View Actual Request**

🖶 Printable Version Edit this Request

External Training Requests

NASA National Aeronautics and Space Administration	Request, Authorization, Agreement and Certification of Training	Tracking Number 164

Section A - TRAINEE INFORMATION		
1. Applicant's Name doe, john d	**2. UUPIC** 111333555777999	**3. Position Level** ○ a. Nonsupervisor ○ d. Executive
4. Home Address Add1		

Done   Internet

Click the **← Back** link to return to the Approval Screen.

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Back ▾ | Search | Favorites

Address https://nasastg.gpehosting.com/elms/learner/personal/viewApprovals.do?action=training   Go   Links

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Pending Reviews and Approvals

[?]

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| Performance Management (0) | **Training (1)** |

Training

▾ **Internal Training (0)**

⦿ All   ○ Direct Reports Only

No items were found using this search criteria.

▾ **External Training (1)**

☑ Enter Reasons for Approvals or Denials   ⦿ All   ○ Direct Reports Only   [Next]

User Name	**Learner Name** ▴	Title	Price ($)	Type	Action [**Approve All**/**Deny All**
employee1	▸ doe, john d	etc	150.00	External Learning Request	⦿ Approve ○ Deny ○ Ski

Done   🔒 🌐 Internet

Start | ... Eudor... | Meeti... | NF173... | Plate... | Micros... | Microsoft Office | Microsoft Office Tools | 1:11 PM

Click the Approve circle and then click the [Next] button.

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Pending Reviews and Approvals   ?

Approve or Deny → Approval Reasons
Enter a reason for approving your employee's training request below.

Previous   Next

Approval Reasons

Learner Name and Schedule	Approval Reason (optional)
doe, john d etc	

Type in any remarks that you want the
employee or the next approver to see.
The text will show up on the email
notifications sent to approvers.
It will <u>not</u> show up on the NF-1735.

Click the [Next] button.

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address https://nasastg.gpehosting.com/elms/learner/personal/internalTrainingApprovalReasons.do   Go   Links

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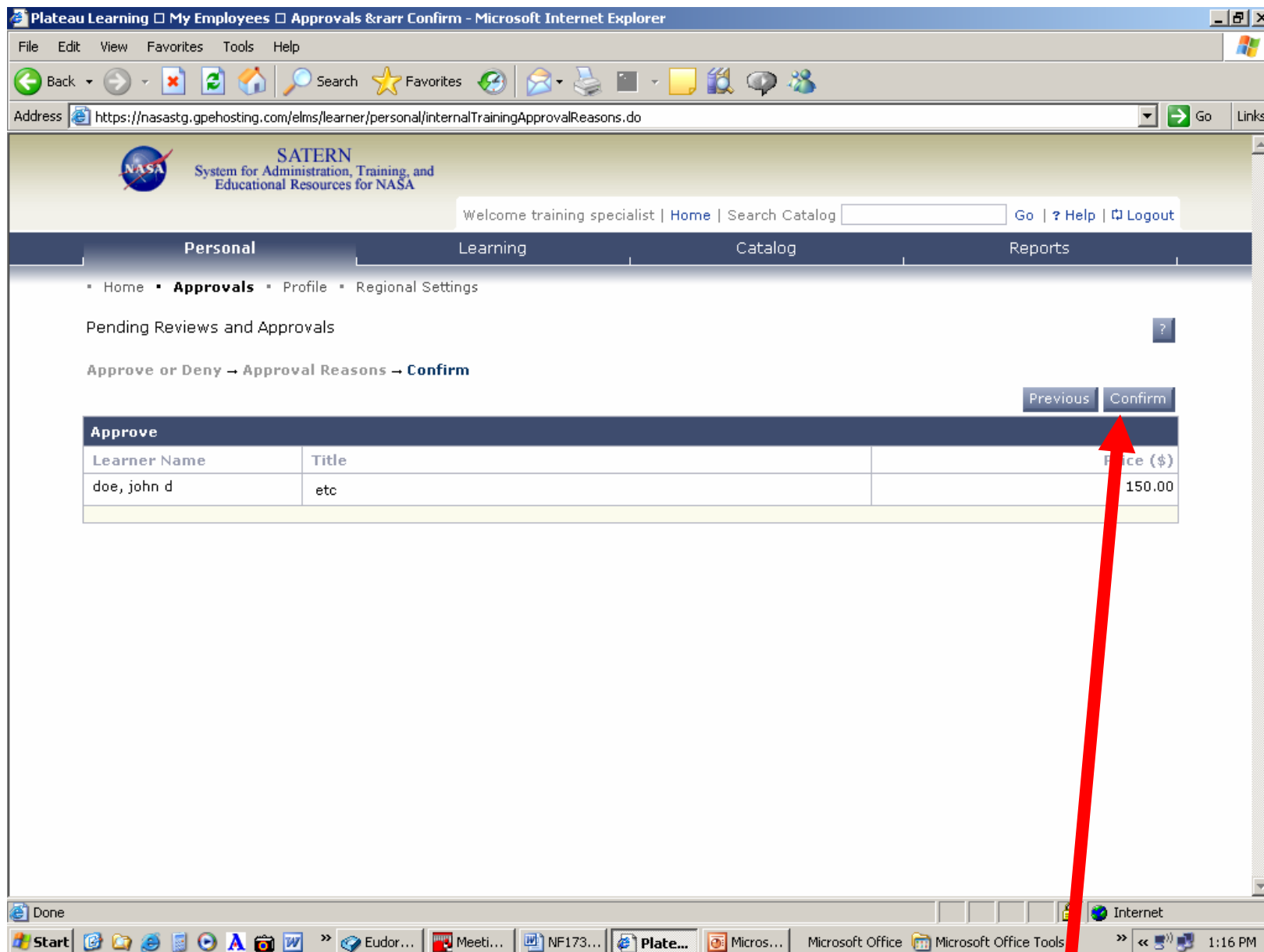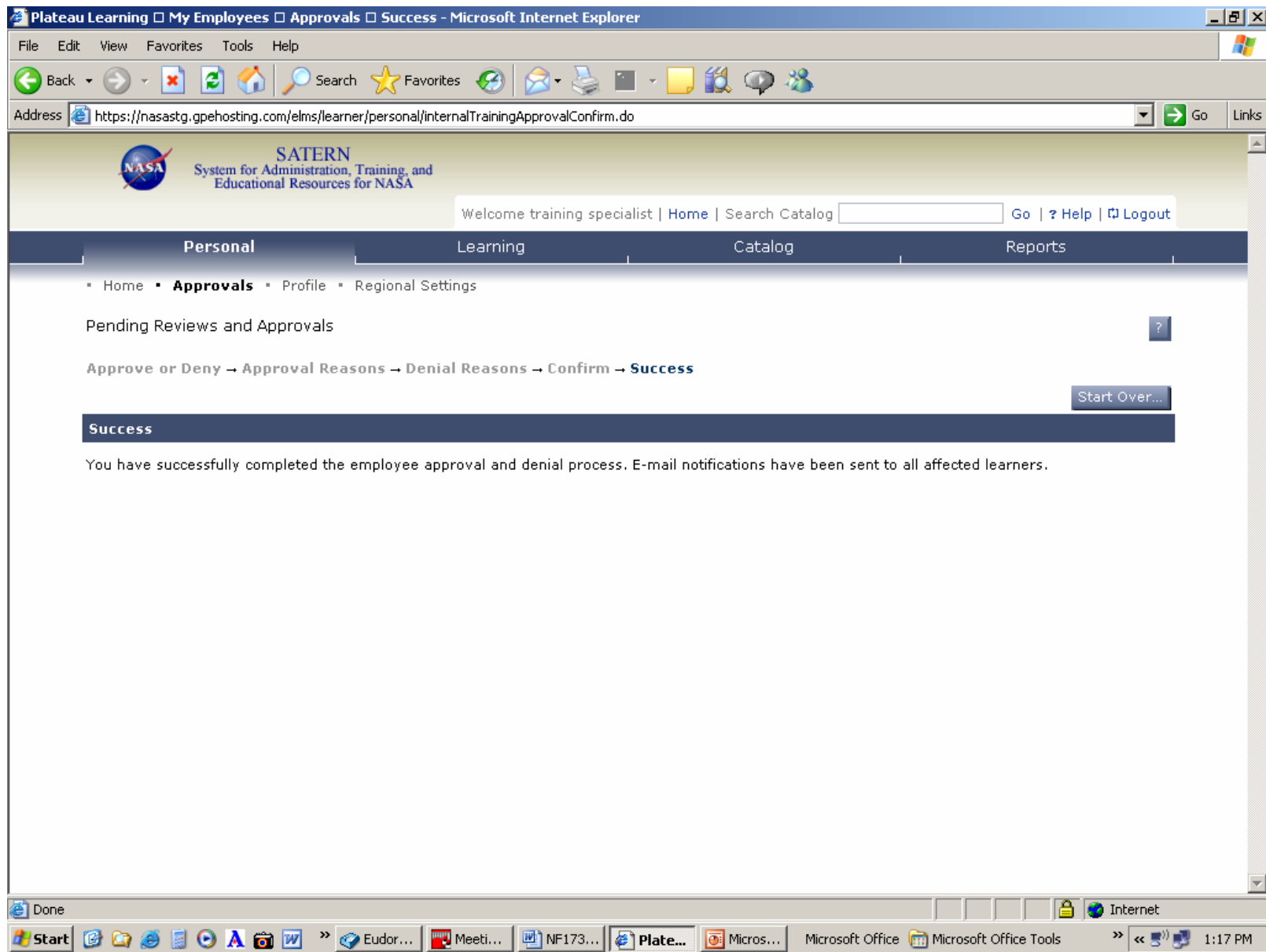Pending Reviews and Approvals

Approve or Deny → Approval Reasons → **Confirm**

Previous   Confirm

Approve		
Learner Name	**Title**	**Price ($)**
doe, john d	etc	150.00

Done   Internet

Start   Eudor...   Meeti...   NF173...   Plate...   Micros...   Microsoft Office   Microsoft Office Tools   1:16 PM

Click the [Confirm] button.

The NF-1735 will now move to the next Approver in the Approval Route.